



STATE OF WASHINGTON  
STATE RECORDS COMMITTEE

*Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives*

*PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**MEETING MINUTES**  
**March 3, 2010 – 1:30 pm**  
**Archives Conference Room, Olympia**

**Members Present:** Steve Ryser (Office of the State Auditor); Traci Friedl (Office of the Attorney General); Jerry Handfield (State Archivist);

**Staff Present:** Russell Wood (State Records Manager); Leslie Koziara (Records Management); Deborah Bahn (Digital Archives)

**Records Officers/Guests:** Millie Brombacher (Department of Social and Health Services); Patti Wilson (Department of Revenue); Sherree Christiansen Hempstead (Department of Revenue); Sid McAlpin (Department of Health); Trina Regan (General Administration); Sandy DeShaw (General Administration); Pat White (General Administration); Lysa Homan Walker (Department of Labor and Industries); Anita Wieland (Office of Financial Management); Kara Bell (University of Washington); Barbara Benson (University of Washington); Andrea Watts (University of Washington); Cathy Downs (Department of Transportation); Grant Heap (Department of Transportation); Sarah Martin (Department of Labor & Industries); Shere Bennett-Mercer (Department of Labor & Industries); Carlena Anderson (Department of Labor & Industries); Sidse Nielson (Department of Labor & Industries); Bernadette Petruska (Military Department)

**I. ROUTINE BUSINESS**

**A. Call to Order:** Steve Ryser called the meeting to order at 1:28 p.m.

**B. Introduction of Records Officers/Guests:** All Records Officers and guests were introduced.

**C. Approve February 3, 2010 Minutes:** Ryser called for a motion to approve the February 3, 2010 as amended; moved by Friedl, seconded by Ryser.

**Resolution:** Motion carried.

**D. Adoption of Today's Agenda:** Ryser called for a motion to approve the agenda as submitted; moved by Friedl, seconded by Ryser.

**Resolution:** Motion carried.

**II. WASHINGTON STATE ARCHIVES UPDATES**

**A. Announcements from the State Archivist**

1. The State Archivist announced he spoke with a reporter from Commonwealth Magazine out of Boston, Massachusetts, who gave glowing reviews of the Washington State Archives and records system compared to Massachusetts. The Massachusetts archives budget is \$397,000, (including salaries). Washington is the same in population and education. The reporter has been trying to interview the Secretary of State in Massachusetts for months to no avail. He was able to talk with the Washington Secretary of State within a day of calling. The differences between the two states were astounding to this reporter. The Washington State Archivist gave thanks to

the previous State Archivist Sid McAlpin for establishing the funding and regional branch systems.

2. The State Archivist reported on the budget. There is a hiring and travel freeze in effect starting March 17, 2010. There has been someone hired in Imaging Services, to start sometime in March. Promoted Leslie Koziara to the Electronic Records Management Consultant. Still trying to fill positions in Records Management and the Digital Archives.
3. The annual Regional Records Management workshop held in Tumwater on February 26, 2010 was very successful. The Washington State Archives recognized several outstanding state records officers for their contributions of the successful reduction in unique records retention schedules. In February, Washington State Archives provided training to over 500 people.
4. The Washington State Archivist has been working with DSHS to transfer 25,000 – 30,000 boxes to the Records Center. This has been delayed for at least another year. The DSHS records still need to be arranged and scanned prior to the transfer. The Records Center staff will now have shirts that identify they are from the Secretary of State's Records Center. They have also started a shredding service.
5. Online training module "Basics of Records Management" should be released prior to the April 7, 2010 meeting. This is the first of many on-line training modules to come.
6. The State Archivist has continued discussions with the Attorney General's Office in regards to "Is printing a piece of paper off a printer creating a new record"? Some printers put a secret code on the paper identifying the printer.

**B. Update on Requests to Discontinue Records Series:** Russell Wood is very pleased to announce there is no longer a backlog of discontinues. There are less than 20 in our office that are being finalized or waiting for agency response. The next on the list to catch up on are the backlog of Digitization of Destruction (DAD) applications.

### **III. OLD BUSINESS**

#### **IV. A. Tabled item from January 6, 2010 meeting**

1. **Department Of Revenue Office 330 (Special Programs/Unclaimed Property)** dated August 11, 2009.

**Action:** Motion to approve: Ryser, seconded by Friedl.

**Resolution:** Motion carried.

#### **2. Tabled item from January 6, 2010 meeting**

**Department of Health Office 310 (Risk Management)** dated July 4, 2010.

**Action:** Motion to approve: Friedl, seconded by Ryser.

**Resolution:** Motion carried.

### **V. NEW BUSINESS**

#### **A. State Government General Records Retention Schedules**

1. **GS 21010 – Construction Documentation, General Administration Capital Projects**

**Action:** Motion to approve: Friedl, seconded by Ryser.

**Resolution:** Motion carried.

2. **GS 21011 – Construction Documentation, Non-General Administration Capital Projects**

**Action:** Motion to approve: Handfield, seconded by Ryser.

**Resolution:** Motion carried.

#### **B. State Agency Unique Records Retention Schedule**

1. **Department of Health**

Records Retention Schedule for Office 310 – Risk Management, dated January 27, 2010.

**Action:** Motion to approve: Steenhout, seconded by Handfield.

**Resolution:** Motion carried.

**2. Department of Labor & Industries**

Records Retention Schedule for Office – 490 – Specialty Compliance Services – Employment Standards, dated February 11, 2010.

**Action:** Motion to approve: Ryser, seconded by Friedl.

**Resolution:** Motion carried.

Records Retention Schedule for Office 518 – Claims Administration – Return to work Program, Therapy Services, Unit Vocational Consultants, dated February 8, 2010.

**Action:** Motion to approve: Friedl, seconded by Handfield.

**Resolution:** Motion carried.

**3. Military Department**

Records Retention Schedule for Office 245 – Mil/Records Officer, dated February 3, 2010.

**Action:** Agency requested to table for further work. Motion to table: Handfield; seconded by Ryser

**Resolution:** Motion carried.

**4. Department of Social and Health Services**

Records Retention Schedule for Office 209 – Ombudsman, dated January 28, 2010.

**Action:** Motion to table: Ryser; seconded by Handfield.

**Resolution:** Motion carried.

Records Retention Schedule for Office 765 – Child Study & Treatment Center, dated 765 – January 29, 2010.

**Action:** Motion to approve 1-4, motion to table item 5 and 6: Handfield; seconded by Ryser.

**Resolution:** Motion carried.

**5. Department of Transportation**

Records Retention Schedule for Office 108 – Records & Information Services/Engineering Records, dated February 5, 2010.

**Action:** Motion to approve: Handfield; seconded by Ryser.

**Resolution:** Motion carried

Records Retention Schedule for Office 255 – Real Estate Services, dated February 12, 2010.

**Action:** Motion to approve as amended with Archival status': Handfield; seconded by Friedl.

**Resolution:** Motion carried.

**6. Washington State University**

Records Retention Schedule for Office 2250 – Psychology, dated January 25, 2010.

**Action:** Motion to approve: Steenhout; seconded by Handfield.

**Resolution:** Motion carried.

Records Retention Schedule for Office 2770 – Facilities Operations, dated September 3, 2009.

**Action:** Agency requested to withdraw upon approval of GS 21010 and GS 21011. Motion to withdraw: Handfield; seconded by Friedl.

**Resolution:** Motion carried.

**7. University of Washington**

Records Retention Schedule for Office 08/12 – Transportation Services: Property & Transport Services, dated January 28, 2010.

**Action:** Motion to approve: Ryser; seconded by Friedl.

**Resolution:** Motion carried.

Records Retention Schedule for Office 08/12/01 – Property & Transport Services: Fleet Services & Maintenance, dated January 28, 2010.

**Action:** Motion to approve: Steenhout; seconded by Friedl.

**Resolution:** Motion carried.

Records Retention Schedule for Office 08/12/04 – Property & Transport Services: Recycling & Solid Waste, dated January 28, 2010.

**Action:** Motion to approve: Friedl; seconded by Handfield.

**Resolution:** Motion carried.

Records Retention Schedule for Office 08/13 – Transportation Services: Administration, dated January 28, 2010.

**Action:** Motion to approve: Friedl; seconded by Handfield.

**Resolution:** Motion carried.

Records Retention Schedule for Office 09/13/00 – Financial Accounting, dated January 28, 2010.

**Action:** Motion to approve item 1, 3, 5-8; motion to table item 2 and 4: Handfield; seconded by Ryser.

**Resolution:** Motion carried.

Records Retention Schedule for Office 11/05/01 – Development & Alumni: Relations: Gift Processing, dated January 28, 2010.

**Action:** Motion to approve: Friedl; seconded by Ryser.

**Resolution:** Motion carried.

## **V. OTHER BUSINESS**

## **VI. NEXT MEETING**

When: April 7, 2010 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia.

## **VII. ADJOURNMENT**

**Action:** Motion to adjourn: Handfield, seconded by Steenhout.

**Resolution:** Meeting adjourned 3:07 p.m.

## **CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:**

*I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on March 3, 2010 and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.*

Steve Ryser  
Chair Signature

4-7-10  
Date